

OPIN History file

C-O-N-F-I-D-E-N-T-I-A-L

C-O-R-R-E-C-T-E-D C-O-P-Y

21 May 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 10-305-2

SUBJECT: Classification of Official Information and Material

RESCISSION: OPM 10-305-1 (50-56), dated 13 August 1956, subject:
Document Classification Categories

25X1A

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1. [REDACTED] Classification of Official Information and Material, prescribes Agency policy and procedures in this area. This memorandum designates Assistant Classification Control Officers and Authorized Classifiers who are responsible for the application of the provisions of [REDACTED] within the Office of Personnel.

2. Assistant Classification Control Officers

- a. Executive Officer
- b. Assistant Executive Officer
- c. Security Officer

3. Authorized Classifiers

- a. Deputy Director of Personnel for Planning and Development
- b. Special Support Assistant (Personnel)
- c. Division Chiefs and their Deputies
- d. Staff Chiefs and their Deputies
- e. Branch Chiefs and their Deputies

4. While the authority for original classification of documents or other material rests with the Authorized Classifiers designated above, each member of the Office who originates material is responsible for considering and recommending its proper classification. Similarly, each member of the Office whose duties require the review or use of classified information or material will assist in the continuing review of such material and for recommending reclassification or declassification when appropriate.

25X1A9a

[REDACTED]
Gordon M. Stewart
Director of Personnel

OPM 14-57

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DOCUMENT NO.

NO CHANGE IN CLASS

☐ DECLASSIFIED

CLASS CHANGED TO: TS S O

NEXT REVIEW DATE:

AUTH: HR 70-2

DATE: 18 JUN 1991

REVIEWER: 029728

*Rescinded by
OPM 10-305-2
dtd 18 Dec 57*

2011